

RUTLAND HOUSING AUTHORITY
Board of Commissioners
MINUTES
Regular Meeting
December 16, 2019

Chairman Markowski called the meeting to order at 8:06 AM on Monday, December 16, 2019 in the Rutland Housing Authority Board Room, 5 Tremont Street, Rutland, VT.

ROLL CALL/INTRODUCTIONS:

Board of Commissioners Present:

Chairman Kevin Markowski, Vice Chairman Karl Anderson, Commissioner Tina Johnson, Commissioner Jim Richards and Commissioner Rev. Andrew Carlson.

Rutland Housing Authority Staff Present:

Kevin Loso, Executive Director; Julie Sanderson, Property Manager; Carol Keefe, Resident Services Program Manager & SASH Supervisor; Staci Buysse, Director of Finance & Human Resources; Becky Ladabouche, Section 8 Program Manager; and Barbara Richardson, Administrative Services.

Tenants and Members of the Public Present:

None.

TENANT CONCERNS

None.

APPROVAL OF MINUTES (pages 1.3 – 1.6)

A motion was made by Commissioner Carlson and seconded by Commissioner Richards to approve the Minutes of the Regular Meeting of November 11, 2019. There was unanimous approval.

CONSENT AGENDA: (pages 1.9 - 1.16)

A motion was made by Commissioner Carlson and seconded by Commissioner Richards to approve the Consent Agenda items for November 2019, including:

- Manifests: Section 8 Checks #2414 through #2417 and Direct Deposit #63284 through #63389**
- Manifests: Public Housing #16388 through #16466**
- Credit Card Report 10/21/2019 – 11/20/2019**
- Manifests: Payroll: 11/06/2019 and 11/20/2019**

The motion was unanimously approved.

CORRESPONDENCE (page 1.18)

The letter from Sarah Rodriguez dated 04/01/2019 accompanied dividend refund checks in the amount of \$2385.77 from the HAI Group, our liability and property insurance carrier.

EXECUTIVE DIRECTOR'S REPORT:

Hickory Street Update

- **Housing Vermont Single Family Home Proposal** – Kathy Beyer of Housing Vermont (HV) called in to provide a recap to the Board and to answer any questions regarding HV's proposal for building two single-family homes on the remaining .43 acres at Hickory Street. The Vermont Housing Conservation Board (VHCB) agreed to provide significant funding for the project, but they need a commitment by the end of the month. There were many questions and much discussion. Due to the low appraised value of these homes (\$140K) and estimates to build (\$210K), perpetual affordability and shared equity covenants, the inability to secure tax credits and the resulting funding gap, and the small pool of qualified potential buyers, the Board did not consider the HV proposal viable. RHA will reach out once again to Stafford Tech Center's building trades program and Habitat for Humanity to gauge their interest and ability to build on the property.

RAD Update

- **Closing Status** – HUD approved an extension for our closing until June 30, 2020, though it would be preferable to have everything ready by the beginning of the fiscal year (April 1, 2020). Several items are outstanding including finalized subordination agreements with our cell tower tenants and revisions to both our CHAP (Commitment for Housing Assistance Payments) and RCC (RAD Conversion Commitment) both from HUD.

Housing Award Applications – RHA has submitted applications to recognition programs for our work on Hickory Street: Nan McKay Development Award (Small Agency) and the NAHRO Award of Merit/Excellence: Affordable Housing (Small Agency).

Rutland Emergency Housing Restructure Meeting – In the interest of time, this was tabled until the January 2020 meeting.

Housing Authority Defense Attorney Seminar Report: HAI Group – Mr. Loso did not attend this meeting due to issues that came up at RHA.

Rutland City Hickory Street Presentation – Mr. Loso will be presenting a copy of the Peter Huntoon Hickory Street painting at tonight's Board of Aldermen meeting. The gift is in recognition of the City and the help of the Rutland Redevelopment Authority.

Housing Initiatives, Inc., Update – HII will be purchasing a storage shed for their 9 Tremont Street property and renting the space to RHA.

Finance/Administration Report (pages 2.3-2.8)

Consolidated Budget Comparison and Variance Reports for October 2019 – See Ms. Buysse's full report for details.

Cash Flow – Cash flow continues to be consistent. The surplus stands at \$97,661, and the ending bank balance for October was \$1,301,481.12.

Auditors Report for FYE 03/31/2019: (See attached report) – Marcum representatives Lauren Kelley and Mike Guyder attended via phone to review the Financial Statements for the year ending March 31, 2019. Page 2.66 summarizes the audit results and opinions on financial statements and program compliance. There were no findings and very few adjusting journal entries.

Last year the audit focused on the Section 8 program, and 2019 focused on Public Housing. In 2018 there was a finding related to an internal control procedure specific to notes receivable for tax credit developments, and that was rectified during the current year.

RHA's Total Net Position (page 2.27) is very strong at \$5.4million

Commissioner Richards asked the auditors if they believe the RAD conversion is ultimately beneficial to RHA. Mr. Guyder said that it depends on the accuracy of the long-term Capital Needs Assessment and how reliant RHA may be on third-party financing for future capital improvements to ensure the properties' longevity.

Mr. Loso recognized Ms. Buysse for her thorough audit preparations and for the exemplary results.

Staff adjourned to allow the Board a private discussion with the auditors. Staff rejoined the Board 5 minutes later.

Proposed Resolution 2019-27 to accept and file the Rutland Housing Authority Financial Statements for FYE March 31, 2019 inclusive of the Management Letter.

Commissioner Richards made a motion to approve the resolution which was seconded by Commissioner Johnson. There was unanimous approval.

Property Management (page 2.68)

Site Updates – Ms. Sanderson reported that there continues to be an unusually high number of unit turnovers. At the beginning of November we had 3 vacant units at Sheldon Towers and now have 6. Tenants have either moved into assisted situations or passed away. Also, there is competition for qualified applicants due to the inventory of Mainstream vouchers.

Section 8 Program (pages 2.69 – 2.72)

Ms. Ladabouche reported that 216 of the 219 Housing Choice Vouchers are filled and 13 of the 14 original Mainstream vouchers are filled. Mr. Loso announced that RHA applied for a relatively large number of vouchers – 35 – under the recent Notice of Funding Availability (NOFA) thinking that HUD would fund perhaps 20. Instead they funded the full request. We have a year to lease up all of them, but Ms. Ladabouche has already held three briefings for a large number of applicants. There will be another NOFA for Mainstream vouchers this year, however it is uncertain if we will apply for more – our program has grown by 49 vouchers in the last 12 months, which has had significant impact on operations.

Resident Services Report (pages 2.73 – 2.97)

Ms. Keefe reported that SASH site visits indicate impressive enrollment. The SASH Impact bi-monthly newsletter reports outcomes on diabetes and hypertension programs. One Care has passed their budget which includes additional funds for SASH Complex Care Coordinator activities. We await Green Mountain Care's final decision. SASH is now looking to launch a Family SASH pilot program, and Maryland is the latest state, joining Rhode Island and Minnesota, to establish SASH in housing programs.

INFORMATIONAL ITEMS: (pages 3.2 – 3.13)

The following informational items were sent out prior to the meeting, and they indicate that trends are overall favorable:

- A. Consolidated Aged Delinquency Reports 11/2019
- B. Collections Report 11/2019
- C. Lease Violations/Evictions 11/2019
- D. Housing Occupancy Charts 11/2019
- E. 2020 BOC Meeting Schedule
- F. RHA 2020 Holidays

NEW/OLD BUSINESS – None.

EXECUTIVE SESSION – None.

ACTION ITEMS – None.

ADJOURNMENT OF MEETING:

There being no other business to bring before the Board, Commissioner Richards moved to adjourn the meeting at 9:25 a.m. Commissioner Carlson seconded the motion. There was unanimous approval.

Date of next BOC Regular meeting: Monday, January 13th, 2020 @ the Sheldon Towers Community Room, 4 Sheldon Place, Rutland, VT at 8 a.m.

Respectfully submitted,

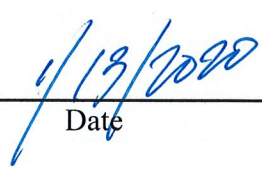


Kevin L. Loso
Executive Director/Secretary

Approved by the RHA Board of Commissioners



Chairman's Signature



Date

Prepared by Barbara Richardson, Administrative Services